

Program Records Retention and Disposition Schedule

**CRIME CONTROL AND PUBLIC SAFETY  
BUTNER PUBLIC SAFETY**

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

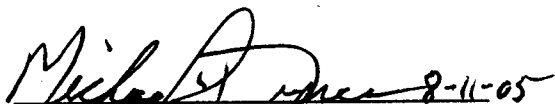
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**



Lisa Roberts, Chief Records Officer  
Crime Control and Public Safety

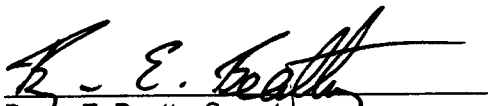


Michael L. Dupree, Director  
Butner Public Safety



David Brook, Director  
Division of Historical Resources

**APPROVED**



Bryan E. Beatty, Secretary  
Department of Crime Control and Public Safety



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

August 5, 2005

CSB

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**Item 47472. ABANDONED MOTOR VEHICLES (AMV) FILE.** Records concerning abandoned motor vehicles that have been towed. File includes, releases, sales, and notifications.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 47473. ACCIDENT FILE.** Records concerning accidents involving Butner Public Safety personnel and municipally owned property damage (copies of).

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after resolution, if no litigation or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 47474. AMBULANCE CALL RECORDS FILE.** Records concerning emergency calls accompanied by police personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 47475. ANIMAL CONTROL RECORDS FILE.** Records concerning animal control activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years records relating to animal abuse cases. Destroy in office all other records after 1 year.

**Item 47476 ARREST RECORDS FILE.** Records of arrests made by Butner Public Safety personnel. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 47477. AUTOMOBILES AND PROPERTY IN STORAGE SALES REPORTS AND RECORDS FILE.** Records detailing the sale of automobiles and property confiscated by police personnel, excluding weapons.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after sale or other disposition of property.

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**Item 47478. BASIC TRAINING SCHOOLS (HISTORIC) FILE.** Police academy basic training course records used to verify course content and hours of topical coverage when needed for court purposes. Includes curriculum and course schedules, instructor listings, trainee rosters, attendance data, and exam grades. (Comply with applicable provisions of 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974.)

DISPOSITION INSTRUCTIONS: Destroy in office after 20 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 47479. CASE RECORDS FILE.** Records concerning cases investigated and arrests made by the personnel of Butner Public Safety. File includes investigation reports, supplemental investigative reports, arrest reports--including juveniles, reference copies of traffic citations, property reports, laboratory reports, and other related records. (Comply with provisions of G.S. 132-4 regarding confidentiality of criminal investigation records.) (Comply with provisions of G.S. 7A-675(e) regarding confidentiality of juvenile arrest records.) (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

**a) MISDEMEANORS** non-criminal, missing persons, etc.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years from date of occurrence.

**b) FELONIES WHEN ACTIVE SENTENCE IS IMPOSED CLASS A- D**

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after disposition of case.

**c) FELONIES WHEN ACTIVE SENTENCE IS IMPOSED CLASS E AND BELOW**

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after disposition of case.

**d) FELONIES WHEN NO ACTIVE SENTENCE IS IMPOSED**

DISPOSITION INSTRUCTIONS: Destroy in office five years after disposition of case.

**e) CAPITAL CASES**

DISPOSITION INSTRUCTIONS: Destroy in office 50 years after disposition of case.

Note: Individual case records may be destroyed earlier than the stated retention periods with the formal approval of the District Attorney's office.

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**Item 47480. CHIEF'S CORRESPONDENCE FILE.** Correspondence in paper and electronic formats to and from the Chief of Butner Public Safety concerning grants, the formulation of policy, the administration of Butner Public Safety, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47481. CITIZEN COMPLAINTS AND ADMINISTRATIVE INVESTIGATIONS FILE.** Citizen complaints against employees and administrative investigations initiated within the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 47482. COMMENDATION LETTERS FILE.** Letters received commending Butner Public Safety personnel for outstanding performance.

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file upon receipt.

**Item 47483. COMMUNICATIONS RECORDS FILE.** Radio, telephone, and 911 emergency recordings of incoming and/or outgoing communications. (Comply with applicable restrictions of G.S. 132-1.5 concerning 911 database systems.)

DISPOSITION INSTRUCTIONS: In accordance with G.S. 132-Item 4(i), destroy in office after 30 days, if not made part of a case file.

**Item 47484. CRIME ANALYSIS FILE.** Records used to anticipate, prevent, or monitor possible criminal activity. File may include crime reports, photographs, complaints, copies of citations, criminal profile information, and interoffice memoranda generated or accumulated in connection with investigations or directed patrols. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of investigation records.) (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 47485. CRIME PREVENTION RECORDS FILE.** Records documenting police and community meetings and other functions which seek to prevent or monitor possible criminal activity.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**Item 47486. CRIMINAL HISTORY INQUIRY RECORDS FILE.** Records or logs concerning inquiries made against law enforcement information networks; or requests made to other agencies involving missing persons, wanted persons, stolen vehicles, and other property, etc. (Comply with applicable provisions of G.S. 14-208.32; G.S. 114-10; G.S. 114.10.1.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47488. DAILY BULLETINS FILE.** Records produced and used to update personnel on information concerning stolen vehicles, missing persons, new warrants, wanted persons, specific complaints or incidents, etc. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of investigation records.) (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47489. DAILY FIRE LOG FILE.** Log, journal, blotter, or similar record showing fire related activities of Butner Public Safety, including a listing of answered alarms.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 47490. DEADLY FORCE, USE OF, FILE.** Records concerning incidents involving the use of deadly force by departmental personnel.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after resolution if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 47491. DISCIPLINARY ACTIONS FILE.** Disciplinary actions for evaluation and promotional purposes. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals and G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file upon employee termination.

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**Item 47492. EMPLOYEE MEDICAL RECORD FILE.** Records used to document training of employees in blood-borne pathogens; hepatitis B vaccination records history; reports to health care professional of exposure; post exposure treatment; and recommendations of health care provider. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals and G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.) (Comply with applicable restrictions of G.S.130A-12 and 130A-374 regarding confidentiality of medical records.)

**Retention Note:** Records must be maintained separately from an employee's personnel jacket.

**DISPOSITION INSTRUCTIONS:** Transfer to Crime Control and Public Safety upon termination of employment and/or:

- a) Destroy exposure records 40 years from date of exposure or 30 days from date of separation, whichever occurs later.
- b) Destroy records pertaining to job-related illness and injury in office after 5 years.
- c) Destroy results of medical examinations required in connection with personnel actions and similar records in office after 1 year.
- d) Destroy training records when superseded or obsolete.

**Item 47493. EQUIPMENT INVENTORY AND ISSUANCE FILE.** Documents concerning equipment issued to all personnel.

**DISPOSITION INSTRUCTIONS:** Destroy in office when superseded or obsolete.

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**Item 47494 FIRE EQUIPMENT RECORDS FILE.** Records concerning fire department equipment.

**a) APPARATUS AND MAINTENANCE FILE.** Records concerning maintenance performed on fire department equipment.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after disposal or replacement.

**b) APPARATUS OPERATING EXPENSE FILE.** Operating expense (maintenance, repair costs, etc.) records for fire department equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**c) APPARATUS TEST REPORTS FILE.** Reports showing results of fire department equipment tests.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after disposal or replacement of equipment.

**d) EQUIPMENT ISSUED TO FIREMEN FILE.** Lists of equipment issued to firemen.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**e) HOSE RECORDS FILE.** Records concerning age, repair tests, etc. of fire hoses.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**f) VEHICLE SERVICING RECORDS FILE.** Servicing and maintenance records for fire department vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47495. FEDERAL FORFEITURE FILE.** Records regarding funds received from seized assets from drug activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years and when released from all audits, whichever occurs later.

**Item 47496. FIELD TRAINING PROGRAM FILE.** Records concerning field training program. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file upon employee termination.

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**Item 47497. FIRE INCIDENT REPORT.** Documents concerning pertinent information about fires.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 47498. FIREARMS TRAINING RECORDS FILE.** Documentation of results of firearms qualification (scores) attained by each sworn member of the department during annual training with firearms for which qualification is required.

DISPOSITION INSTRUCTIONS: Transfer to personnel (active) file.

**Item 47499. HYDRANT RECORDS FILE.** Records concerning fire hydrants.

**a) LOCATION AND MAIN SIZE RECORDS FILE.** Records showing locations and size of water mains of fire hydrants. (Comply with applicable restrictions of GS 132-1.7 regarding confidentiality of plans and drawings of infrastructure facilities.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**b) MAINTENANCE AND TEST RECORDS FILE.** Results of tests of fire hydrants and routine maintenance records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 47500. INFORMANT FILE.** Records concerning informants used by Butner Public Safety. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.) (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of investigation records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.



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**Item 47501. INSPECTION OF BUILDINGS FILE.** Records of building inspections indicating ownership, location, occupancy, type of construction, fire protection features, defects, etc. (Comply with applicable restrictions of GS 132-1.7 regarding confidentiality of plans and drawings of infrastructure facilities.)

DISPOSITION INSTRUCTIONS: a) Destroy in office inspections with no defects after 5 years. b) Destroy in office inspections with noted defects 5 years after defect is corrected

**Item 47502. MUTUAL AID AGREEMENTS FILE.** Mutual aid agreement and subsequent letters of request and permission granted for officers to work with various agencies and vice versa.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47503. FIRE CASUALTY REPORT FILE.** Report filed with the State Fire Commission.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 47504. FIRE INCIDENT REPORT FILE.** Report filed with the State Fire Commission.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 47505. NOTIFICATION TO CORRECT FILE.** Notification to owner, agent, or occupant of building to correct violation or defect noted at the time of inspection.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after subsequent inspection reveals defect or violation corrected.

**Item 47506. OFFENSE LOG FILE.** Records and reports of activities of individual officers on each shift or special detail worked. Includes information on all criminal activity occurring; including complaints and arrests, traffic violations, accidents, rescue service calls, hours worked, miles traveled, locations, reason for stopping for each action, type of call, time of call, etc. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of investigation records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 47507. PAWN SHOP FILE.** Property control forms and records from local pawnshops.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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**Item 47508. PERSONAL IDENTIFICATION RECORDS FILE.** File includes fingerprints, photographs, and other documents used to identify subjects. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 47509. PERSONNEL TRAINING RECORDS FILE.** Records concerning training for the personnel of Butner Public Safety. File includes educational surveys, academy tests, assignment orientation reports, supervisory career assessment forms, in-service training attendance and tests, certificates from extra departmental training, firearms records, etc. (Comply with applicable provisions G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file upon employee termination.

**Item 47510. PRE-FIRE PLANS FILE.** Plans of building and fire safety systems of commercial, industrial, and institutional properties. (Comply with applicable restrictions of GS 132-1.7 regarding confidentiality of plans and drawings of infrastructure facilities.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 47511. PROMOTION FILE.** Records concerning individual request and promotional potential evaluations for promotion for uniform and non-uniform positions. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file upon promotion decision.

**Item 47512. RANDOM DRUG-SCREENING PROGRAM FILE.** Records concerning the random drug-screening program. Includes records that prove random nature of screening and test results. (Comply with applicable restrictions of G.S. 130A-12 and 130A-374 regarding confidentiality of medical records.) (Comply with applicable provisions G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47513. REQUEST TO OBTAIN CONFISCATED WEAPONS FILE.** Reference copies of completed forms used to request confiscated weapons from the court system for the Division of Butner Public Safety.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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**Item 47514. STANDARD OPERATING PROCEDURES FILE.** Special orders issued by Chief of Butner Public Safety. Includes the adoption or revision of policy and established procedure on department, bureau, division, section, or individual level issues.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 47515. STATISTICAL REPORTS FILE.** Statistical reports and summaries of crime incidents, accident reports, citations, or other law enforcement related activities, including copies of Uniform Crime Reports submitted to the N.C. Department of Justice.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Item 47516. STRUCTURAL FIRE REPORTS FILE.** Reports of structure fires. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of investigation records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 45717. SURVEYS FILE.** Records concerning various surveys performed by office.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 47518. TRAFFIC ACCIDENT REPORTS FILE.** Traffic accident reports used for investigating traffic accidents. Information about each accident includes location, accident sequence and diagram, vehicle inquiries, investigating officers description, and apparent violations.

DISPOSITION INSTRUCTIONS:

a) Forward 1 copy of report to N.C. Division of Motor Vehicles within 10 days of the date of collision.

b) Destroy remaining copies of each report in office after 3 years.

**Item 47519. TRAFFIC CITATION SIGN-OUT AND RETURN SHEETS FILE.** Sign-out and return logs for traffic citations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and when released from all audits, whichever occurs later.

**Item 47520. TRAINING ATTENDANCE FILE.** Records concerning training presented at the departmental level in agreement with the State Division of Criminal Information. Includes attendance and grade reports. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**Item 47521. TRAINING RECORDS FILE.** Documents concerning the training of officers maintained in accordance with N.C. Administrative Code and Criminal Justice Commission standards and regulations. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to employee's personnel file upon termination of employment.

**Item 47522. TRANSFER REQUEST FILE.** Request for transfers made by staff personnel. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 47523. VEHICLE INVENTORY FILE.** Inventory of equipment assigned to each vehicle used to identify any missing or damaged equipment.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 47524. WEAPONS FILE.** Records concerning weapons used by Public Safety Officers. File includes forms used to track the issuance and sale of weapons to officers of the division.

DISPOSITION INSTRUCTIONS Retain in office permanently.

**Item 47525. WORKPLACE SAFETY COMMITTEE FILE.** Records concerning the Workplace Safety Committee.

DISPOSITION INSTRUCTIONS Retain 1 copy in office until administrative value ends.

**Item 47526. WRECKER RECORDS FILE.** Records concerning the use of wreckers for towing vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.